



## Personnel and Administrative Policy and Procedure

<b>SUBJECT: CREDIT CARD &amp; PURCHASE CARD USE</b>	<b>EFFECTIVE DATE:</b> October 20, 2007 <b>REVIEWED:</b> May 2011 <b>REVISED:</b>
<b>CATEGORY: 400 POLICY NUMBER: 400.1</b>	<b>CROSS REFERENCE:</b> WellsOne Commercial Card Program Policy and Procedures Manual

**Purpose:** To outline procedures for the use of City credit cards.

**Scope:** This policy applies to all employees.

**Policy:** The City of Milwaukie utilizes WellsOne Commercial Cards. The cards are made available to employees through the Finance Department. The cards must be used in accordance with the Cardholder User Agreement and WellsOne Commercial Card Program Policy and Procedures Manual. The credit cards may only be used for conducting City of Milwaukie business. Card purchases are subject to all other City and department purchasing approval procedures.

**Guidelines for Use:** The WellsOne Commercial Cards are VISA credit cards that may only be used for City purposes. They are limited both in transaction amount and merchant category. Examples of merchant categories that are excluded are jewelry stores, amusement parks, liquor stores, sporting events, and clothing stores.

The cards are intended to facilitate purchases that do not require formal purchasing procedures and signed contracts. Cardholders are encouraged to use the cards for small dollar and routine purchases such as City travel expenses, meals while traveling on City business and small purchases for the department, that may have previously been made with petty cash.

### Procedures

1. WellsOne Commercial Credit Cards are issued to individual employees after the employee signs a Cardholder User Agreement. The agreement acknowledges that the card may only be used for City purposes and that unauthorized use of the card could result in disciplinary actions up to and including termination.
2. The employee's name is printed on the card and the employee is responsible to provide receipts and other supporting documentation for all purchases made with the card within five days of the end of the month when the purchases were made.
3. All cardholders are responsible to provide descriptions, proper account coding, and acknowledgement of each transaction on their card through the Wells Fargo Commercial Card Expense Reporting system prior to submitting receipts to the Finance department. Non documented purchases may become the responsibility of the employee.
4. If the purchase is made via phone, fax, or the internet and a receipt is not available, submit the same information you would have if you had a regular receipt including the date of the purchase, description of the purchase, and accounting code.

5. Lost or stolen credit cards must be immediately reported to Wells Fargo Bank at 1 800 932-0036 and to the Finance Director at 503 786-7522.
6. Any unapproved purchases are the responsibility of the purchaser. A repayment to the City will accompany the receipt.

## **Responsibilities**

### All Employees:

- Safeguard and use WellsOne Commercial Cards only as provided for in the Cardholder User Agreement and the WellsOne Commercial Card Program Policy and Procedures Manual.
- Reconcile statements for their card within four (4) days after receiving the reminder email.
- Relinquish the card upon separation from the City.

### Approvers:

- Review statements of all those assigned within five (5) days following the cardholder reconciliation.

### Finance:

- Monitor distribution and use of the credit cards.